



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, November 8, 2011 at 1:00 p.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
<b>MINUTES APPROVED:</b>	January 10, 2012

**MEMBERS PRESENT**

Terri White, Professional Member, President  
Frances Wimbush, Public Member, Secretary  
Sandra Dole, Healthcare/Public Member  
Elizabeth Hague, Public Member  
Victorine Parker, Public Member  
Tim Bane, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Daniel Stevenson, Deputy Attorney General  
Michele Howard, Administrative Specialist II

**MEMBERS ABSENT**

Tim Ballas, Professional Member, Vice President  
Mike Salitsky, Professional Member  
Hope Squier, Healthcare/Public Member

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Ms. White called the meeting to order at 1:00 p.m.

Ms. White made a motion, seconded by Ms. Wimbush, to amend the agenda to add item 4.2.2 *David Boyer (A/T)*. The motion passed unanimously.

Ms. White welcomed new public member, Timothy Bane. Mr. Bane introduced himself to the Board. The Board introduced themselves to Mr. Bane.

Ms. White reported that Ms. Hague has been reappointed for a second term on the Board.

Ms. White thanked Ms. Howard for circulating a Certificate of Appreciation for signatures of any members who served with public member, William Daisey.

### **REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the September 13, 2011 meeting. Ms. Parker made a motion, seconded by Ms. Hague, to approve the minutes as presented. The motion was unanimously approved.

### **UNFINISHED BUSINESS**

#### **STRATEGIC PLAN 2011**

Rule 2.0 (Definition of Preceptor) – NAB Guide, Ms. Howard

Rules 10.1 and 10.2 (AIT Program) – NAB Guide, Ms. Howard

Board's Addendum A – NAB Guide, Ms. Howard

Per the Board's request at its September meeting, the Division obtained copies of two publications from NAB regarding AIT and Preceptor guidelines. Ms. Howard emailed copies of both publications to all Board members on 11/2/11. The Board will table these discussions until the January meeting, when all members have had an opportunity to review the publications.

Preceptor Definition – January 2012 Public Hearing

AIT Program – January 2012 Public Hearing

CE Credit for Board Meetings – January 2012 Public Hearing

1-Year Late Renewal Period – January 2012 Public Hearing

Ms. Howard stated that a public hearing will be held during the January 2012 Board meeting to receive and discuss public comment regarding the Board's proposed amendments to its Rules and Regulations, as follows:

- 1) Definition of Preceptor
- 2) Revisions to the AIT Program
- 3) CE Credit for Board Meeting Attendance by Professional Members
- 4) Late Renewal Period Changed to One Year

### **CONTINUING EDUCATION AUDIT OF LICENSEES**

#### **Audit Submissions Passed**

After discussion, Ms. Wimbush made a motion, seconded by Ms. Hague, to pass the audits of Alfred DiBartolo, Kathleen H. Duca, Reginald Goring, Virginia C. Gray, Joseph F. Kauczka, Elmyra King, Robert E. Lawson, Lois Marie Quinlan and Thomas G. Sinnott. The motion passed unanimously.

Ms. Wimbush made a motion, seconded by Ms. Hague, to pass the audit of Teruko A. White. The motion passed by a majority with Ms. White recusing herself from the vote.

Ms. Howard will send a congratulatory letter to all licensees who passed the audit.

#### **Audit Submissions for Review**

Susan D. Barnes (7.0 CE short)

Regina J. Coffey (1.75 CE short)

Brenda C. Coley-Moody (no response)

Tawnya L. Dennis (5.0 CE short)

Cheryl A. Hollis (no response)

John M. Hupp (5.0 CE short)

Gregory O. Mervine (23.5 CE short)

Elmer R. Quillen (0.25 CE short)

Rhonda Dale Quinlan (5.25 CE short)

Michael Albert Sayre (30.5 CE short)

Mark B. Yoder, Jr. (late, 22.0 CE short)

Ms. Wimbush made a motion, seconded by Ms. Parker, to send a letter to each of the licensees listed above with deficient audits. The letter should provide a 30-day time period in which the licensees may submit additional audit documentation, clearing up their noted deficiencies. Any licensee whose audit submission is still deficient after the allotted timeframe will be scheduled to appear at a Rule to Show Cause Hearing in January 2012. The motion passed unanimously. Ms. Howard will contact DPR's Legal Department to inquire as to whether the Rule to Show Cause Hearings will be heard by a Hearing Officer or the Board.

CE Extension – Joyce Medkeff

Ms. White reviewed the continuing education submission of Ms. Medkeff. Ms. White made a motion, seconded by Ms. Wimbush, to accept the submission and renew Ms. Medkeff's license. The motion passed unanimously.

**NEW BUSINESS**

RATIFICATION OF LICENSURE

Christopher Adams (NHA Licensure by Reciprocity – MD)

Janet Mahoney (NHA Licensure by Reciprocity – NJ)

Ms. White made a motion, seconded by Ms. Hague, to ratify the NHA licensure of Christopher Adams and Janet Mahoney. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

Rawlida Alexis Trapp (AIT)

Ms. White and Mr. Bane reviewed the AIT application of Rawlida Alexis Trapp. Ms. White made a motion, seconded by Mr. Bane, to approve Ms. Trapp for a 9-month AIT program. The motion passed unanimously.

David Boyer (AIT)

Ms. White and Mr. Bane reviewed the AIT application of David Boyer. Ms. White made a motion, seconded by Ms. Wimbush, to approve Mr. Boyer for a 6-month AIT program. The motion passed unanimously.

Ratify Approval of AIT Documents for Marcella England

1<sup>st</sup> Quarterly Progress Report

Request for One-Week Extension thru 11/30/11 (vacation)

Ms. White stated that per the Board's decision at its September meeting, she reviewed and approved the 1<sup>st</sup> Quarterly Progress Report and request for a one-week extension from Marcella England. Ms. White made a motion, seconded by Ms. Parker, to ratify the approval. The motion passed unanimously.

REVIEW OF AIT PROGRESS REPORTS

Laura Kasal

2<sup>nd</sup> Quarterly Progress Report

Request for One-Week Extension thru 11/27/11 (business trip)

Ms. White reviewed the 2<sup>nd</sup> Quarterly Progress Report and request for a one-week extension from Laura Kasal. After discussion, Ms. White made a motion, seconded by Ms. Wimbush, to approve the progress report and extension request. The motion passed unanimously.

Carol Holzman

3<sup>rd</sup> / Final Quarterly Progress Report (needs approval to sit for NAB exam)

Ms. White and Mr. Bane reviewed the 3<sup>rd</sup> / Final Quarterly Progress Report of Carol Holzman. Ms. White made a motion, seconded by Mr. Bane, to approve the report and grant permission for Ms. Holzman to sit for the NAB exam. The motion passed unanimously.

Sheila O'Gara

3<sup>rd</sup> / Final Quarterly Progress Report (needs approval to sit for NAB exam)

Ms. White reviewed the 3<sup>rd</sup> / Final Quarterly Progress Report of Sheila O’Gara. Ms. Dole made a motion, seconded by Ms. Parker, to approve the report and grant permission for Ms. O’Gara to sit for the NAB exam. The motion passed unanimously.

REVIEW OF AIT REPORT (as of 11/8/11) – Ms. Howard

Ms. Howard distributed and summarized a status report of current AITs.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Ms. White made a motion, seconded by Ms. Wimbush, to require that the schedule/agenda for any program submitted for CE approval be submitted on the organization’s official letterhead. The motion passed unanimously. Ms. Howard will notify all applicants for continuing education approval of the Board’s new requirement.

Delaware Health & Social Services, Training Unit

Leadership and Followership, 9/16/11, Requesting 6.5 CE

Ms. White and Mr. Bane reviewed the application. Ms. White made a motion, seconded by Mr. Bane, to approve the course for 6.5 continuing education credits contingent upon receipt of a formal agenda printed on the organization’s letterhead. The motion passed unanimously.

Delaware Health & Social Services, Division of Substance Abuse & Mental Health

Addiction Severity Index (ASI), 10/19 – 10/20/11, Requesting 11.0 CE

Improving Skills in Assessment, Treatment Planning of ASAM, 11/17/11, Requesting 5.5 CE

Client-Centered Recovery Planning, 11/30/11, Requesting 5.5 CE

ASIST (Applied Suicide Intervention Skills Training), 12/1 – 12/2/11, Requesting 11.0 CE

Buprenorphine Treatment with a Focus on Young Adults, 11/18/11, Requesting 5.5 CE

HIV, STDs and Hepatitis C 201 – Module 2, 11/7 – 11/8/11, Requesting 12.0 CE

HIV, STDs and Hepatitis C – Module 3, 11/9/11 – 11/10/11, Requesting 12.0 CE

Smoking Cessation in the Mental Health Community, 11/16/11, Requesting 3.25 CE

Partners in Justice: Bridging the Gaps, 10/27/11, Requesting 5.0 CE

Ms. White and Mr. Bane reviewed the applications as listed above. Ms. White made a motion, seconded by Ms. Parker, to approve all of the courses as presented. The motion passed unanimously.

Delaware Health & Social Services, Division of Substance Abuse & Mental Health

Community Emergency Response Team (CERT) Training, 11/17 – 11/18/11, Requesting 14.0 CE

Ms. White and Mr. Bane reviewed the application. Ms. White noted that the provider requested 14.0 CE, but that she could only account for 11 hours of training time based on the documentation submitted. Ms. White made a motion, seconded by Ms. Parker, to approve the course for 11.0 CE. If the provider submits additional documentation to support its request for 14.0 CE, the Board will reconsider the application. The motion passed unanimously.

Delaware Health Care Facilities Association

October Educational Seminar, 10/25/11, Requesting 6.0 CE

November Assisted Living Educational Seminar, 11/16/11, Requesting 4.0 CE

December Educational Seminar, 12/15/11, Requesting 3.0 CE

Ms. Hague made a motion, seconded by Ms. Wimbush, to approve the courses as presented. The motion passed unanimously.

Delaware Healthcare Association

Delaware Healthcare Forum, 10/4/11, Requesting 5.5 CE

Ms. White made a motion, seconded by Ms. Wimbush, to approve the course as presented. The motion passed unanimously.

**COMPLAINT STATUS**

Ms. White reported that Complaint 29-01-10 has been dismissed by the Attorney General's office.

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

Ms. White stated that she will be unavailable during the month of December due to surgery. All Board correspondence should be forwarded to Vice President, Tim Ballas, during that time. Ms. Howard will copy Ms. White on all emails sent to Mr. Ballas.

Ms. White reported that public members, Tim Bane and Vic Parker came in early for the NHA Board's first Board Member orientation with the Board President.

Ms. Howard stated that she is having difficulty getting Board members to respond to emails in a timely manner, and asked that Board members please respond to emails regarding Board business as soon as possible.

**PUBLIC COMMENT**

None

**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on January 10, 2012 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. White made a motion, seconded by Ms. Wimbush, to adjourn the meeting at 2:01 p.m. The motion passed unanimously.

Respectfully submitted,



Michele Howard  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*